MARYLAND JUDICIARY

G E A R S
General Enterprise And Resource Support

Quick Reference Tip Sheet

General Information

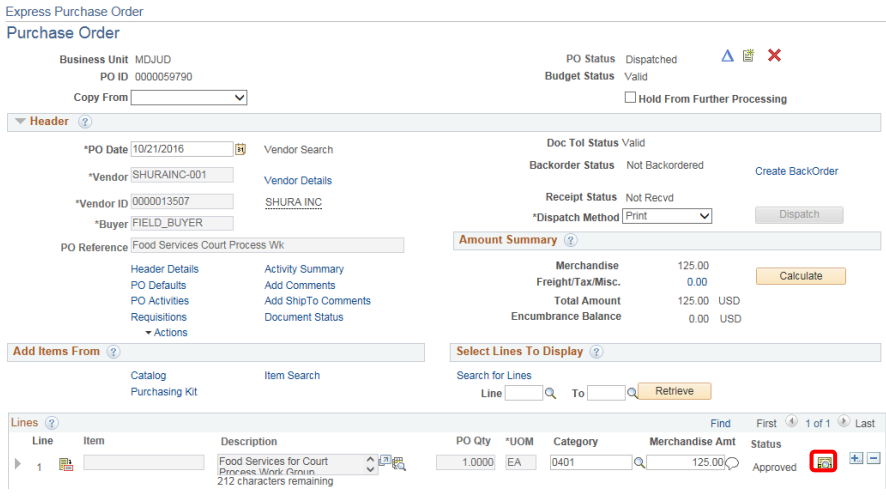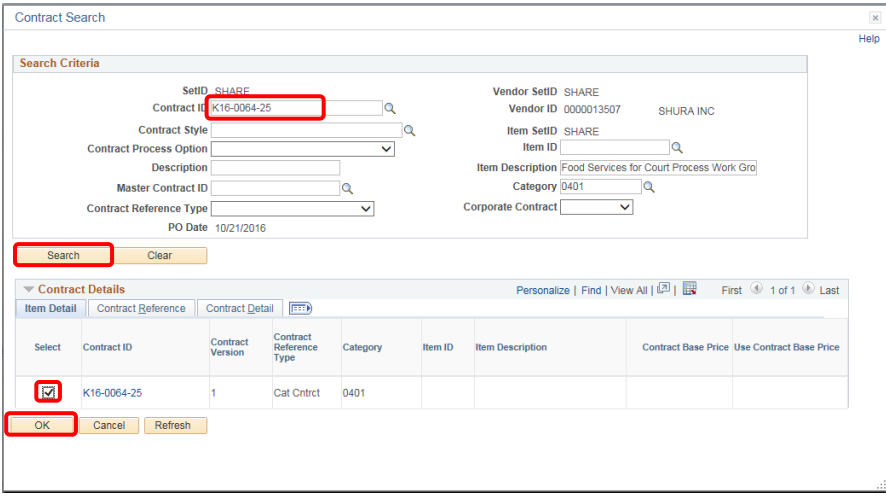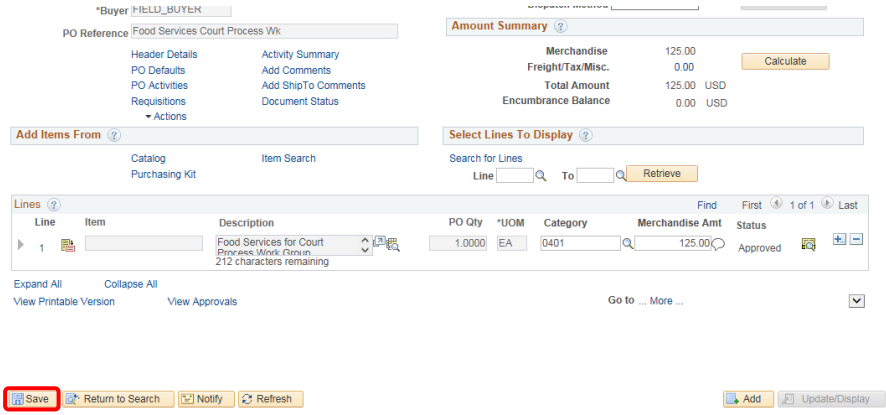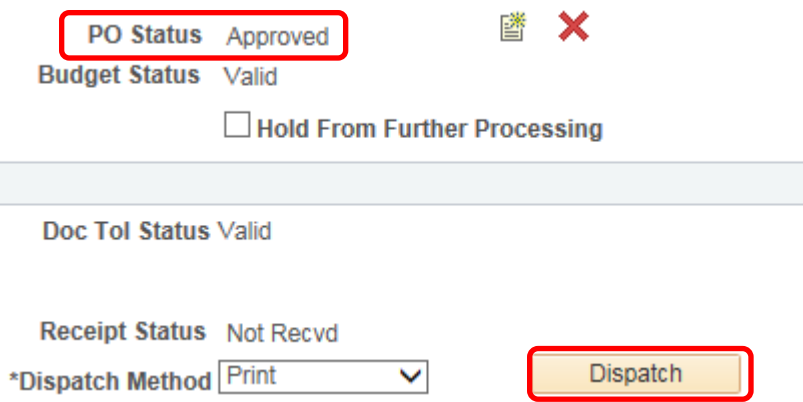| Task	Process Information
Associating a Contract to a Dispatched PO	The association of Contracts to PO line(s) gives the Judiciary the ability to accurately track expenses against contracts.

GEARS Navigation

Purchasing > Purchase Orders > Add/Update Express POs	Favorites ▾ Main Menu ▾ › Purchasing ▾ › Purchase Orders ▾ › Add/Update Express POs

Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the **Find an Existing Value** tab. Enter the PO number and click [Search]	

2.	Click on the **Contract Search** icon 🔍, on the PO line(s) that you want to associate with a contract.	
3.	Enter the Contract number and click **Search**. **Note:** You can also search for the contract by clicking on the search icon 🔍. Select the contract line by checking the box ☑ and then click **OK**.	
4.	Click **Save**. **Note:** Please repeat the above steps for all lines on a multi-line PO.	

5.	If the PO Status reverted back to "Approved", you will need to [Dispatch] the PO again.	PO Status Approved Budget Status Valid ☐ Hold From Further Processing Doc Tol Status Valid Receipt Status Not Recvd *Dispatch Method Print ▾ [Dispatch]

You've completed the steps necessary to associate a Contract to a PO line.

End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.